

LOPEZ ISLAND SCHOOL DISTRICT NO. 144
86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212
CLASSIFIED POSITION ANNOUNCEMENT

Lopez Island School District
Special Services Program Assistant (Paraeducator)

POSTING: 20/21-45

Announcement Date: June 21, 2021
Applications Due by: Open until filled
Applications Screened: Upon submission
Responsible to: Special Services Director, SpEd Teachers, and Principals

Job Summary

A minimum of two Paraeducator positions are available; this position may be multi-funded. This is a Monday through Friday position following the school calendar, beginning with the 2021-22 school year. Daily schedules up to 6.5 hours per day will be determined based on student enrollment.

Personnel in this position will carry out specific educational, behavioral, physical, speech, and other appropriate therapy, and program activities with special needs students under the direction of the special education certificated staff for each area. Responsibilities include working with K-12 students individually, in small groups, and/or in the general school classrooms; maintaining data and records; documenting progress; and assisting teachers and specialists in serving student needs.

Duties and Responsibilities:

- Instruct and assist elementary and/or secondary students individually or in small groups in a variety of program, educational and therapeutic learning activities as designed by the supervising teacher, special education personnel, and specialists. Provide frequent anecdotal and other data, observation notes, etc., to staff and parents/guardians, as directed by certificated special services staff.
- Monitor student behavior, progress, and health in the classroom and other school sites, as outlined in the IEP and as directed by the teacher and specialists. Assist in creating a supportive environment to enhance learning, self-image, attitudes and social and physical skills.
- Assist with assessment of students and serve as a contributing member of the IEP and/or parent teacher team.
- Attend staff and team meetings, as needed.
- Attend professional workshops to hone instructional skills.
- Work closely with the parents/guardians of the child, including possible daily journals, transportation support, etc., as directed by certificated special services staff.
- Lunchroom and recess duties may also be included.
- Perform related duties, as assigned.

Minimum Qualifications:

- Must be at least 18 years of age and hold a high school diploma or its equivalent.

- Must be highly qualified by NCLB standards.
- Completed at least 2 years of study through an institution(s) of higher education; or obtained an associate (or higher) degree; or have a passing grade on the Education Testing Service's Paraeducator Assessment (or be willing to complete the assessment through LISD).
- Experience with Zoom and Google Classroom preferred.
- WSP/FBI criminal history background clearance (fingerprinting).
- Satisfactory completion and compliance with District application and employment requirements.

Desired Qualifications:

- Ability to organize, perform and evaluate a comprehensively designed individualized program of varied activities with a minimum of supervision.
- Ability to be flexible and consistent.
- Experience and/or training working with students with involved physical needs, desired
- Ability to deal with children with special needs in a positive and confident manner.
- Ability to learn effective instructional methods for students with special needs, including learning how to provide a variety of physical, occupational, and other therapy programs and activities, under the supervision of specialists.
- Ability to learn data collection and maintain accurate records, including anecdotal observations and journaling.
- Ability to work as part of a team.
- Effective written and oral communication skills.
- Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence from the influence from alcohol and other illicit substances, while on the job.

Salary Level: Paraeducator level in [PSE Collective Bargaining Agreement](#).

Licenses/Special Requirements:

Optional First Aid and CPR training.

Working Conditions:

Working with students with special needs can be joyful, rewarding and challenging. A program assistant experiences activity-filled, fast-paced days. She or he must be organized and able to quickly monitor and adjust to moment-to-moment variables, e.g., interruptions, schedule changes, or students' behavioral, physical, or emotional needs. Clerical work needs to be accurate and timely. The ability to physically manipulate, and otherwise physically assist a child up to 100 pounds may be required.

Application Procedures:

Current employees should submit a letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

1. Letter indicating interest
2. Completed district application
3. Complete resume of personal history, education, experience and references
4. Three letters of recommendation

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Apply to: Renee Koplan, Human Resources
Lopez Island School District
86 School Rd
Lopez Island, WA 98261
Phone: 360.468.2202 ext. 2303
FAX: 360.468.2212
hr@lopezislandschool.org
www.lopezislandschool.org

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol. Employment status is contingent on verification of background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Interim Superintendent Dr Carl Bruner – cbruner@lopezislandschool.org, Title IX Coordinator, HR Specialist Renee Koplan – rkoplan@lopezislandschool.org, Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – jcarter@lopezislandschool.org, Section 504 Health Care Case Manager, Karen Hattman, RN – khattman@lopezislandschool.org OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.